

~~R-E-S-T-R-I-C-T-E-D~~  
Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 5-2

11 April 1952

SUBJECT: PREPARATION OF OTR REGULATIONS

## 1. GENERAL

This is the format and sequential arrangement which has been devised as a guide to assist in the preparation of OTR Regulations and Notices. Drafts should be forwarded to the Chief, Support Staff for final checking, assignment of issuance numbers, reproduction, and dissemination.

## 2. PARAGRAPH STYLE

a. The style and numbering of paragraphs will conform to the style as shown herein.

b. If subject matter lends itself to outline form, paragraph headings will be used. Where paragraph headings are deemed advisable, they will be used throughout the Regulation or Notice.

c. The sub-division of paragraphs will be identified by appropriate letter or number symbol in accordance with the following systems:

1.

a.

(1)

(a)

d. Double-spacing between all paragraph sub-divisions will be used.

## 3. REGULATION SEQUENCE

Where applicable, the first Regulation in each series will be a basic issuance establishing OTR policies for each category of administrative activity, as well as the responsibilities for implementing these policies. Detailed procedures covering specific functions or activities should be issued in separate Regulations to avoid frequent revision of the basic Regulations.

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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

MATTHEW BAIRD  
Director of Training

Distribution: DD/TR(S)  
DD/TR(G)

All Division, Branch, and Section Chiefs

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